

February 6, 2025

VIA ELECTRONIC MAIL [SHARRONE_TAYLOR@CI.RICHMOND.CA.US] & FIRST-CLASS MAIL

Sharrone Taylor
Director of Human Resources
City of Richmond
450 Civic Center Plaza
Richmond, CA 94804

**Re: Richmond Police Officers' Association's Objection to Classification of
Community Intervention Specialist**

Dear Ms. Taylor:

I am writing on behalf of the Richmond Police Officer's Association ("RPOA"). We are in receipt of your email dated January 27, 2025 indicating that you intend to assign the proposed "Community Invention Specialist" to Service Employees International Union ("SEIU"). We object on multiple grounds including the fact that the decision is premature, erroneous and indicates that the City of Richmond ("City") has already reached a conclusion on a mandatory subject of collective bargaining, without engaging in good faith meeting and conferring with the RPOA.

BACKGROUND

This matter came to light last year when the RPOA discovered that the City was planning to create the "Community Intervention Specialist" position to be represented by SEIU. The RPOA's investigation of this matter revealed that the Community Intervention Specialist was advertised as a job classification designed to take work directly from police officers who are represented by the RPOA. (See Attachment 1 at pp. 9-14.)

Upon recognizing that the City apparently engaged in secret negotiations with SEIU, the RPOA objected to the City's subsequent attempts to engage in surface bargaining with the RPOA. The RPOA also objected that the proposal was untimely under the Employer-Employee Relations Resolution 48-19 ("EERR"). Due to the issues presented by the EERR, the initial proposal was withdrawn by the City. Minutes from the March 28, 2024 Personnel Board meeting acknowledge Ben Therriault's objection to the classification taking work away from RPOA and demanding to meet and confer. (See Attachment 1.) The subsequent Personnel Board meeting scheduled for April 24, 2024, was cancelled due to a lack of quorum, which has been a growing trend for the body, limiting access to information and discourse and diminishing confidence in the reliability of the Board.

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The parties then reconvened on December 12, 2024, to discuss a number of matters currently in the meet and confer process. At that meeting, the matter of the "Community Intervention Specialist" was again raised by the City. The RPOA noted that the City had not made a new proposal since its last proposal was deemed untimely. The City conceded its initial proposal did not comply with the EERR, and indicated that it would be submitting a new proposal. We reiterated our concerns regarding the City's dealings with SEIU, and asserted that, based on the documents we had reviewed, the selection of SEIU made no sense, and that the RPOA would be a more appropriate bargaining unit if any bargaining unit work was going to be reassigned from the police officer classification to the Community Intervention Specialist. The City responded that it would designate a union upon making its second proposal, and that the RPOA could appeal.

THE DESIGNATION APPEARS PREMATURE

Within your email dated January 27, 2025, you acknowledged that "we need to have further discussions regarding job responsibilities." Indeed, in our last meeting, the City could not answer our questions regarding what work the Community Intervention Specialists would be engaged in, beyond the representatives from the agency offering that "we want to do the work you don't want," which appeared to be an acknowledgement that the Community Intervention Specialists would be performing work currently done by RPOA. If we are unclear as to what these Community Intervention Specialists will actually be doing, I do not know how the City is now purporting to have the necessary support to designate SEIU as the appropriate bargaining unit.

Furthermore, Section 10 of the EERR requires that the "Employee Relations Officer shall give written notice of the proposed modification (s) to any affected employee organization and shall hold a meeting concerning the proposed modification(s), at which time all affected employee organizations shall be heard." This meeting, which is to occur after notice of proposed designation and before appeal, has not occurred. Furthermore, the proposals contained within the City's January 27, 2025 email do not include an explanation or affirmation that the City complied with all the procedures set out in Section 8 of the EERR, as required in Section 10.

Based on the representations made in the City's January 27, 2025 email, we believe that the parties need to conduct further meet and confer to define the job responsibilities of the Community Intervention Specialist position before a unit determination can be made. As we indicated in our email dated February 5, 2025, **we are requesting intervention from CSMCS on this determination, preserving our right to the appeal.** However, we are not waiving any right or ability to seek review, redress or injunction to prevent or delay the proceedings before CSMCS. We imagine that the reviewing body on this matter, be it CSMCS, the Superior Court, or PERB, will likely also find this matter unripe for unit determination. We remain hopeful that review by CSMCS (or any other body) can be avoided, if the City is open to further discussions on the actual functions of the Specialist position before a unit designation is made.

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THE DESIGNATION IS ERRONEOUS

Despite the City's purported ignorance regarding the Community Intervention Specialist's actual functions at meet and confer (and reiterated in your January 27th correspondence), there are an abundance of admissions within the record, or otherwise publicly available, indicating that it is both the function and the purpose of this position to reassign work currently being performed by members of the RPOA to a cheaper job classification and represented by another bargaining unit.

Within the Personnel Board Agenda attachments to the City's initial untimely attempt to propose this position, a March 28, 2024 Staff Report from Human Resources to the Personnel Board and the attached job description provided the following information the Community Intervention Specialist position:

CCRP's goal is to provide a diversion model **to reduce reliance on police and criminal justice responses** by offering a public health response.

(Attachment 2, Staff Report p. 1, emphasis added.)

The Community Intervention Specialist will be the primary point of contact who will work directly with members of the community to provide support and services to reduce low-level instances **being escalated to Public Safety**.

(Attachment 2, Staff Report p. 2, emphasis added.)

Urban Strategies Council conducted a community survey, focus groups, community meetings, and direct interviews with Richmond residents and community stakeholders to understand **their experiences with the 911 system**, crisis resources, and their expectations for new response strategies.

(Attachment 2, Staff Report p. 1, emphasis added.)

The Community Intervention Specialist will be the primary point of contact who will work directly with members of the community to provide support and services to **reduce low-level instances being escalated to Public Safety**.

(Attachment 2, Staff Report p. 2, emphasis added.)

Community Crisis Response Program is an essential program that will provide community-focused, trauma-informed, and healing-

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centered call responses by well-trained non-police personnel, such as Community Intervention Specialists, who can increase impacted individuals' access and connection to timely, appropriate, and safe community-based services and resources.

(Attachment 2, Staff Report p. 2.)

The job description attached the March 28, 2024 memo contains the following:

The Community Intervention Specialist will be responsible for providing immediate assistance and support to Richmond residents facing crises within the community. The Crisis Intervention Specialist responds to **low-level emergency and non-emergency** calls within Richmond.

Community Intervention Specialists are also required to work shifts, **including holidays and weekends.**

(Attachment 2, Job Description p. 1, emphasis added.)

The section of the Job Description detailing “**ESSENTIAL DUTIES & RESPONSIBILITIES**” includes:

- Responds to **low-level emergency and non-emergency** calls within Richmond to provide on-scene crisis management and community intervention.
- Conducts thorough assessments of individuals in crisis to determine their immediate needs and level of risk.
- Records all individual observations and actions using program-specific forms and standards; ensures timely completion of reports and records; performs data entry responsibilities while maintaining confidentiality.
- Drives a City vehicle to respond to dispatched incidents, remains knowledgeable about Richmond's geography, and uses maps and traffic navigation platforms to promptly reach designated call locations.
- Operates radio and mobile communication equipment.
- Utilizes de-escalation techniques to defuse tense situations and ensure the safety of individuals involved.

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- Provides referrals to health and wellness services and other related agencies with resources.
- Required to work various shifts associated with a 24-hour, 365-day operation and wear a uniform.
- This position requires frequent exposure to unpleasant environmental conditions and/or hazards. Majority of work performed outside or with exposure to risk.
- Must be willing to work outdoors in all weather conditions. Exposure to unpleasant, unsafe or hazardous conditions, including dust, noise, odors, chemicals, biohazards, and controlled substances. Incumbents must have a range of motion to permit climbing stairs, walking, standing, stooping, and crouching for extended periods of time. Required to walk on unpaved, cluttered, or rough surfaces.

(Attachment 2, Job Description pp. 1-2, emphasis added.)

All of the above constitute work currently being performed by members of the RPOA. Not only is it clear that this unit is taking work directly from the RPOA, there is no other bargaining unit (other than the RPOA) representing members with even remotely similar job functions and requirements.

Further, in an article on Richmondside, by Joel Umanzor, dated January 9, 2025, Richmond City Council Member Jimenez was quoted as saying the following:

“The service that you provide is with guns. I value the service because we need it, I believe that we need police in our communities for some instances,” Jimenez said. Jimenez pushed back on the department’s claims about its high call volume, saying that **the City has tried to lighten officers’ workload through its Community Crisis Response Program**, which would allow social and mental health workers to respond to non-violent calls. She said the Richmond Police Officers Association is stalling the hiring process.

“**If you are saying that we have this block of 911 calls and we are saying that we also want to support that by getting (the crisis team for) the non-violent calls for other services but at the same time the Union is blocking this hiring**, then it’s like, ‘What are we talking here about?’ ” she said. “That is something that I’m very frustrated about.”

(Attachment 3 at pp. 4-5, emphasis added.)

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It is clear that the City is attempting to reassign work currently being performed by the RPOA to this new classification, and attempting to reassign that new class to SEIU. This is inappropriate and in clear violation of the City's duties and responsibilities under the MMBA.

BAD FAITH (SURFACE) BARGAINING

As we have stated throughout this process, the RPOA is deeply concerned that the City first attempted to take this work away from the RPOA through secret negotiations with SEIU. Indeed, the March 28, 2024 memo concedes that “[o]n February 12, 2024, the City sent the draft revisions to the specification to SEIU Local 1021 and invited the union to meet and confer regarding the drafted description.” Notably, before we had held a single meeting to begin good faith negotiations, the City reached out requesting permission to present salary figures to the City Council for approval, further cementing the appearance of this meet and confer process as mere window dressing. After meeting on the matter, it was determined by the City that its initial attempt violated the EERR. Now, the City is attempting to reinitiate that same effort, again with SEIU, despite purporting to not even know what functions this classification will be performing.

The City is taking work currently being performed by the RPOA away from RPOA-represented classifications, and attempting to reassign it to a new class and a different bargaining unit. This is a mandatory subject of collective bargaining. (See e.g., *Rialto Police Benefit Ass'n v. City of Rialto* (2007) 155 Cal.App.4th 1295.) To begin the meet and confer process on such a topic by asserting that the position will be imposed and will be assigned to SEIU, clearly establishes that the City is incapable of bargaining in good faith. Instead, the City is going through the motions and biding time until it can effect what it has already decided. Clearly, Councilmember Jiminez views the RPOA as an obstacle in this process rather than a partner.

APPEAL

We are hereby requesting this timely appeal through the California State Mediation and Conciliation Service within the 10-days provided for in the EERR. However, based on the above, we believe this matter is premature for such an appeal, as this matter requires the City to meet and confer in good faith, including providing some indication of what the job functions of the Community Intervention Specialist position will be, before such a determination is made. If the City fails to rescind the proposed decision, the RPOA is prepared to file an Unfair Practice Charge with PERB.

CONCLUSION

Based on the above, we do not believe that the City is acting in good faith, and has already made the decision to create this new position and assign it to SEIU without first meaningfully engaging with the RPOA on the matter.

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If the City cannot address the concerns raised above in a manner which alleviates the RPOA's concerns, the RPOA is prepared to file a ULP charge with PERB for grounds including, but not limited to, engaging in bad faith (surface) bargaining.

Sincerely,

**RAINS LUCIA STERN
ST. PHALLE & SILVER, PC**


Jonathan R. Murphy

JRM:msv
Attachments 1-3

cc: Benjamin Therriault
Jack Hughes
Beth Arnese
Nickie Mastay
Catherine Selkirk

ATTACHMENT 1

CITY OF RICHMOND, CA
HUMAN RESOURCES MANAGEMENT DEPARTMENT

**PERSONNEL BOARD
REGULAR MEETING**

**CITY COUNCIL CHAMBERS
440 CIVIC CENTER PLAZA
RICHMOND, CA 94804**

**March 28, 2024
MINUTES**

The meeting was called to order by Rozma Paiz at 6:15 p.m. on March 28, 2024.

1. ROLL CALL

Present: Larry Wirsig, Chair
Vernetta Buckner, Vice Chair
Phillip Front, Board Member

2. AGENDA REVIEW

- None

3. STATEMENT OF CONFLICT OF INTEREST

- None

4. APPROVAL OF MINUTES

- a. Regular Meeting of January 25,2024.

SPEAKERS:

None

Vice Chair Buckner made a motion to approve the Regular Meeting Minutes of January 25, 2024. Board Member Front seconded the motion. The Regular Meeting Minutes of January 25,2024, were approved by the following vote:

YEA: V. Buckner, P. Front, L. Wirsig. NAY: None. ABSENT: None.

- b. Special Meeting of March 13, 2024.

SPEAKERS:

None

Vice Chair Buckner made a motion to approve the Special Meeting Minutes of March 13, 2024. Board Member Front seconded the motion. The Special Meeting Minutes of March 13, 2024, were approved by the following vote:

YEA: V. Buckner, P. Front, L. Wirsig. NAY: None. ABSENT: None.

Audio recordings of Personnel Board Meetings are available at:

<http://www.ci.richmond.ca.us/index.aspx?NID=1090>

- c. Special Meeting of March 14, 2024.

SPEAKERS:

None

Vice Chair Buckner made a motion to approve the Special Meeting Minutes of March 14, 2024. Board Member Front seconded the motion. The Special Meeting Minutes of March 14, 2024, were approved by the following vote:

YEA: V. Buckner, P. Front, L. Wirsig. NAY: None. ABSENT: None.

5. PUBLIC COMMENT

SPEAKERS:

None

6. CONSENT AGENDA

- None

7. NEW BUSINESS

- a. Approve the Community Intervention Specialist Job Description

SPEAKERS:

- Ben Therriault, President of the Richmond Police Officers Associate: Mr. Therriault and RPOA have concerns the classification may possibly take away work or conflicts with some of the duties Police Officers and Sergeants currently do. Mr. Therriault stated there are similarities to what police officers currently do. The RPOA requested a meet and confer and the City responded wanting to meet for informational purpose. Mr. Therriault requested the board wait until after the meet and confer before taking action on the job description.

Human Resources Director, Sharrone Taylor, presented the Community Intervention Specialist job descriptions. Ms. Taylor mentioned in previous meetings HR was charged by City Council to create the Community Crisis Response Program. The Community Intervention Specialist will interact directly with residents, providing services, referrals, and facilitate handoffs into other types of intervention type programs, mainly focusing on low level incidents. Ms. Taylor gave an example of the type of incident the Community Intervention Specialist may be called out to. Ms. Taylor also addressed the concerns brought up by Mr. Therriault.

Board member Front requested confirmation there will be a meet and confer with RPOA. Ms. Taylor informed the board the City's chief negotiator has communicated to RPOA they will have a conversation while also engage in impact bargaining, meet and confer

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and impact bargaining are similar but not the same. It was also stated that there was a meet and confer with the union associated with the classification, SEIU 1021.

Vice Chair Buckner asked for clarity on if the classification is the first to approach a crisis. Ms. Taylor stated it depends on the level of the crisis and by no means is this position put in place to take away from police officers, or public safety, it's meant to enhance and support. The instances the classification would respond to would only be where they are qualified to do so, such as our unhoused.

Chair Wirsig suggested adding the qualification of being bilingual and it being beneficial to have Spanish speakers as well. Ms. Taylor stated it can be a preferred skill to search for, but it can be considered almost biased to require a certain language in the job description.

There was discussion on the template of the job description.

Vice Chair Buckner requested information on how the City will approach enhanced training for the classifications. Ms. Taylor stated that this is a topic that has been discussed with the ONS Director, who will be overseeing the program. The plan is to develop a very rigorous training program for everyone participating in the Community Crisis Response program, including continuous training.

Board member Front recommended the desirable of a multilingual candidate be added to the job description and inquired the impact of Mr. Theriault's request of delaying any action on the Community Intervention Specialist job description till until after the meeting with RPOA. Ms. Taylor stated that is not something she could directly speak to. The Human Resources department has already started recruiting for a Program Manager that will be able to start the foundation of the program. Board member Front followed up if Community Intervention Specialist is a foundational role and if delayed action may delay other steps. Ms. Taylor confirmed that is what has been conveyed to her by leadership.

Vice Chair Buckner inquired if there was a set date for the meeting with RPOA. Ms. Taylor stated at the current time of the Personnel Board meeting there has not been a confirmed meeting date.

Board Member Front made a motion to approve the Community Intervention Specialist job description. Chair Wirsig seconded the motion. The Community Intervention Specialist job description was approved by the following vote:

YEA: V. Buckner, P. Front, L. Wirsig. NAY: None. ABSENT: None.

8. UNFINISHED BUSINESS

- None

9. REVIEW OF SUBPOENA(S)

- None

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10. CONSIDERATION OF PROBLEMS AND REPORTS

- None

11. ADJOURNMENT OF SPECIAL MEETING

The meeting adjourned at 6:33 p.m.

ATTACHMENT 2



STAFF REPORT

HUMAN RESOURCES DEPARTMENT

DATE: March 28, 2024

TO: Chair Wirsig and Members of the Personnel Board

FROM: Sharrone Taylor, Human Resources Director

SUBJECT: APPROVE THE COMMUNITY INTERVENTION SPECIALIST JOB DESCRIPTION

BACKGROUND

The Community Crisis Program (CCRP) began taking root in November 2020 amidst conversations within the Reimagining Public Safety Community Task Force (Task Force). CCRP's goal is to provide a diversion model to reduce reliance on police and criminal justice responses by offering a public health response. CCRP would navigate people to the right services at the right time by utilizing community responders with strong ties and connections to Richmond that can respond in a respectful and non-stigmatizing manner.

The City Council approved an allocation of \$1 million for this program as part of the Fiscal Year (FY) 2023-24 budget, which will cover the costs of implementing this new program in the current FY. The cost to implement the program annually is estimated to range from approximately \$2.8 million to \$3.4 million (if the program is to operate 24 hours per day and 7 days per week).

On July 26, 2022, the City Council approved a contract with Urban Strategies Council, selected through a competitive process, to conduct research and analysis of various CCRP options and set forth recommendations. Urban Strategies Council conducted a community survey, focus groups, community meetings, and direct interviews with Richmond residents and community stakeholders to understand their experiences with the 911 system, crisis resources, and their expectations for new response strategies.

On September 12, 2023, Urban Strategies Council, in collaboration with City staff, presented a program update and draft report outlining potential program components and options for CCRP implementation. After presentation and discussion, City Council provided direction for the following:

Direct staff, in partnership with Urban Strategies Council, to move forward with instituting the Community Crisis Response Program within an existing city department, specifically within the Office of Neighborhood Safety (ONS); bring the

Personnel Board

Community Intervention Specialist

ONS director to the table to propose new community crisis response program division structural options by November 2023, presenting proposal for program design implementation plan and timelines for launch by August 2024; and draft job descriptions to ensure they are approved and posted publicly by December 15, 2023.

The City Council approved the formation of the Community Crisis Response Program division, which will be overseen by the Deputy Director of Community Services for the Office of Neighborhood Safety (Deputy Director of ONS). It is important to note that the Office of Neighborhood Safety and the Community Crisis Response Program will remain as separate programs. The CCRP program will offer conflict mediation and intervention services to the City of Richmond community. The Community Intervention Specialist will be the primary point of contact who will work directly with members of the community to provide support and services to reduce low-level instances being escalated to Public Safety.

RECOMMENDATION

The Human Resources Department recommends approval of the new job description of Community Intervention Specialist.

ANALYSIS

The Human Resources Staff, the Deputy City Manager of Community Services, the Deputy Director of ONS, and the Community Services Intern collaborated on developing a job description for the Community Intervention Specialist. They modeled the job description after similar programs in the Bay Area, with a focus on the specific needs identified in the City of Richmond community and the goals specified by the City Council.

In conclusion, the Community Crisis Response Program is an essential program that will provide community-focused, trauma-informed, and healing-centered call responses by well-trained non-police personnel, such as Community Intervention Specialists, who can increase impacted individuals' access and connection to timely, appropriate, and safe community-based services and resources. The approval of the new Community Intervention Specialist job description will ensure that the program is successful in achieving its goals and providing much-needed services to the community.

CONCLUSION

On February 12, 2024, the City sent the draft revisions to the specification to SEIU Local 1021 and invited the union to meet and confer regarding the drafted description. HR staff recommends approval of the new classification and job description for Community Intervention Specialist.

ANALYST: Sharrone Taylor, Human Resources Director

Personnel Board
Community Intervention Specialist

Attachments: Draft Community Intervention Specialist job description



Classification Specification

Classification Title	Community Intervention Specialist
Job Code	
FLSA Status	Non-exempt

GENERAL SUMMARY

Under general supervision of the Community Crisis Response (CCRP) Program Manager, the Community Intervention Specialist will be responsible for providing immediate assistance and support to Richmond residents facing crises within the community. The Crisis Intervention Specialist responds to low-level emergency and non-emergency calls within Richmond and connects individuals with appropriate resources, advocates for the community, provides a variety of health and wellness services, and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Incumbents are responsible for employing public health, trauma-informed, restorative, harm-reducing, equity-focused, and community-based methodologies for intervention. Incumbents must exercise sound judgment when evaluating community members, implementing suitable responses, and providing referrals or recommendations for relevant services. Community Intervention Specialists are also required to work shifts, including holidays and weekends.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job specification is to provide a representative summary of the major duties and responsibilities performed by fellows in this job. Fellows perform job-related tasks other than those specifically presented in this description. Essential duties and responsibilities will vary depending on the assignment.

- Responds to low-level emergency and non-emergency calls within Richmond to provide on-scene crisis management and community intervention.
- Conducts thorough assessments of individuals in crisis to determine their immediate needs and level of risk.
- Utilizes de-escalation techniques to defuse tense situations and ensure the safety of individuals involved.
- Provides referrals to health and wellness services and other related agencies with resources.

Classification Specification

Classification Title	Community Intervention Specialist
Job Code	
FLSA Status	Non-exempt

- Records all individual observations and actions using program-specific forms and standards; ensures timely completion of reports and records; performs data entry responsibilities while maintaining confidentiality.
- Maintains relationships and collaborates with local service providers and organizations to connect individuals with relevant resources, including mental health services and community support programs.
- Makes a warm hand-off to community providers when necessary and provide follow-up support to individuals post-crisis, ensuring they have ongoing access to necessary resources and assistance.
- Drives a City vehicle to respond to dispatched incidents, remains knowledgeable about Richmond's geography, and uses maps and traffic navigation platforms to promptly reach designated call locations.
- Operates radio and mobile communication equipment.
- Attends community and staff meetings and present information regarding CCRP.
- Participates in trainings as needed.
- Builds and maintains positive relationships with community members, organizations, and stakeholders to enhance crisis response effectiveness.
- Required to work various shifts associated with a 24-hour, 365-day operation and wear a uniform.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships as well as the impact the job has on the City of Richmond, the department or unit objectives, the output of services, or employee or public satisfaction.

- Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
- The impact the job has on the City of Richmond is limited in terms of time, money, or public/employee relations.

Classification Specification

Classification Title	Community Intervention Specialist
Job Code	
FLSA Status	Non-exempt

FISCAL RESPONSIBILITY

This section describes the accountability and participation if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has no fiscal responsibility.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent. Two (2) years of experience in an outreach/advocacy role.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities.
- Accredited coursework or a degree in social work, criminal justice, sociology, psychology, counseling, or related field is highly desirable but not required.
- Personal or familial lived experience with alcohol or other substance use, homelessness, detention/incarceration, mental or behavioral health conditions, and other relevant experiences is highly desirable.
- Former or current Richmond resident and/or those experienced working with Richmond community members is highly desirable.

Required Licenses or Certifications

- Possession of a valid California driver's license and satisfactory driving record is an ongoing requirement.
- Possession of a training certificates required by end of probationary period: Cardiopulmonary Resuscitation Certificate (CPR), Stop the Bleed Training, Narcan, Automatic External Defibrillator (AED), and First Aid.
- Other specific trainings necessary to fulfill the job duties, as specified by the Human Resources Department and/or Community Services Department.

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Richmond's diverse community and techniques for outreach and engagement amongst residents.
- Working with vulnerable populations and crisis case management.
- Richmond's Health in all Policies and Race and Equity Work.
- Crisis intervention techniques.

Classification Specification

Classification Title	Community Intervention Specialist
Job Code	
FLSA Status	Non-exempt

- Public contact and community engagement techniques that foster collaborative community exchanges.
- Interviewing and counseling techniques.
- Basic computer system and software applications, electronic equipment, and other mobile devices.
- Available health and wellness resources in the city, county, and state.

Skill in:

- Understanding human behavior, especially of high-risk vulnerable populations.
- Understanding educational and social service resources.
- Assessing an individual's mental, social, and functional status; engage individuals in problem-solving processes when necessary.
- Crisis intervention strategies and techniques.
- Computer systems and software applications such as Microsoft Word and Outlook.

Ability to:

- Maintain composure in high stress situations and make quick, sound decisions.
- Maintain effective community relations by using empathy, patience, tact, and courtesy when serving and delivering services to the community.
- Serve as a trusted liaison between system partners, community-based organizations and community members.
- Work primarily in the field.
- Understand and support equity and inclusion in practices; work effectively with people from diverse backgrounds, perspectives, and lived experiences.
- Coordinate efforts with other first responders on scene.
- Perform under difficult and stressful conditions and manage confrontations with community members who may be or become hostile.
- Recognize relevant information and make informed decisions in a timely appropriate manner.
- Exercise sound independent judgement.
- Safely operate a city vehicle.
- Express thoughts in a clear, respectful manner.
- Communicate effectively in oral and written format.
- Work collaboratively and cooperatively with other departments and agencies.

Classification Specification

Classification Title	Community Intervention Specialist
Job Code	
FLSA Status	Non-exempt

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment		X	
Outdoor environment			X
Street environment (near moving traffic)		X	
Construction site	X		
Confined space	X		
Vehicle			X
Warehouse environment	X		
Shop environment	X		
Other	X		
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate			X
Individuals with known violent backgrounds		X	
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Communicable diseases		X	
Moving mechanical parts	X		
Fumes or airborne particles		X	
Toxic or caustic chemicals, substances or waste		X	
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)	X		

WORKING CONDITIONS & PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This position requires frequent exposure to unpleasant environmental conditions and/or hazards. Majority of work performed outside or with exposure to risk.

Classification Specification

Classification Title	Community Intervention Specialist
Job Code	
FLSA Status	Non-exempt

- Must be willing to work outdoors in all weather conditions. Exposure to unpleasant, unsafe or hazardous conditions, including dust, noise, odors, chemicals, biohazards, and controlled substances. Incumbents must have a range of motion to permit climbing stairs, walking, standing, stooping, and crouching for extended periods of time. Required to walk on unpaved, cluttered, or rough surfaces.
- **Medium Work** – Incumbents may be required to exert up to 35 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

Date approved by the Personnel Board:

Date(s) Revised:

DRAFT

ATTACHMENT 3

RICHMONDSIDE

Lo que los inmigrantes deben saber sobre sus derechos | MexiHibachi opens in Pinole; New Line Cafe is expanding menu | Rodney Brown: From rapper, author, barber to humanitarian of year

CITY

Richmond police rules for military gear reveal friction with city

Police say they don't have time to fill out more reports; council members say they'd have more time if the union wasn't blocking crisis team hiring efforts to help with non-urgent calls.



By Joel Umanzor

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Richmond police say that officers documenting whenever they display a military weapon, like a rifle, in a report would hinder the efficiency of the department. Credit: David Buechner

A discussion at Tuesday night's council meeting about how police track their use of military equipment exposed tensions between a department that says it's too busy to do extra reports and city officials who say their efforts to lighten officers' workload are being stonewalled by the police union.

As police leaders pushed back against the council's request that they provide more detailed information about when military weapons, such as rifles, are "displayed," on duty, at least one council member said she's frustrated that the city's effort to help — by establishing a crisis team to respond to non-violent calls — has been thwarted by the police union.

The issue arose when the council, in reviewing the Richmond Police Department's 2023 report detailing how often it **uses its military equipment**, discussed having officers track how often they display military equipment such as rifles, flashbangs, drones and chemical agents.

The goal was to better track how often police use certain equipment and the scenarios which it's used in, For example, what constitutes a barricaded suspect? The council wants to broaden the scope of reporting when such equipment is used to include when it is displayed by a police officer.

According to Asst. Chief Tim Simmons, who presented the report to the council , adding the word "display" to the police department's policy on military equipment use would expand what's already required by California's Assembly Bill **481**, established in 2022.

Chief Bisa French, who also spoke during the presentation of the report to the council, said Richmond police are in compliance with the current state policy as well as the department's policy **707**.



Police Chief Bisa French (right), with Assistant Chief Timothy Simmons, at a public coffee Q&A in May. Credit: Kari Hulac Credit: David Buechner

The state law requires police departments to get approval from their governing officials — in this instance the Richmond City Council — before buying or using military equipment and requires they have a policy and track when these items are used.

Currently, the Richmond Police Department's website [tracks](#) monthly statistics regarding each deployment and use of military equipment — categories such as rifles, drones, chemical agents and armed vehicles — in accordance with AB 481. In 2023, there were 185 instances where Richmond police used military equipment while in 2024 there were only 103 recorded instances, according to department data.

Only two uses were recorded in 2023 in the category of Patrol Rifles and Ammunition and zero in 2024, according to department data. There were 120 incidents where drones were used in 2023 and 59 in 2024.

According to RPD, the department's current definition of "deployment" consisted of "the actual use or activation of a piece of equipment. This means that the equipment is not just visible or carried by the officer but refers to its operation action." This signifies that if an officer points a rifle, but does not discharge it, the department does not record it as a "deployment" or "use."

"AB 481 focuses on the deployment and the discharge of military equipment, not its display," Simmons said. "Adding 'display' requires documenting every instance where equipment is visible. This would involve extensive tracking of the equipment's location, duration and purpose, and this leads to another subsequent issue that would require enhanced reporting requirements. Implementing this expanded definition of display would necessitate significant resources for documentation monitoring, including additional staffing."

Simmons said that this policy change would not be feasible due to the city's budget and would place "undue administrative burden on the department," including taking time away from responding to calls. He currently estimates that it takes officers 30 minutes to an hour to complete a police report for a single incident.

"With the current limited staffing — including 121 sworn personnel — additional documentation would detract from our current operations as it relates to patrol services," he said, adding that the department would need to create a data management reporting system, an additional crime analyst position, more training for officers and would need to increase its overtime budget.

French said that when officers respond with rifles or military equipment, it is usually because there's an increased threat of violence.

"Most of these times when an officer is displaying a rifle it is because it is kind of a major incident," French said. "We are encountering someone that we believe to be armed."

French added that in those scenarios, multiple officers will be called to the incident with each officer having to make a report afterward. This means anyone calling for help at this time will wait longer for an officer to respond.

"That is time away from that officer being on their beat. That's what my concern is," she said. "So if we are adding this element where we are having to write a report, we just want you all to be clear about what that would mean for our service time and our response time."

Council member Claudia Jimenez said she supported the added detailing of when military equipment is displayed and not just deployed or used and that transparency is needed to ensure the weapons are used within policy.

"The service that you provide is with guns. I value the service because we need it, I believe that we need police in our communities for some instances," Jimenez said.



Council member Claudia Jimenez, vice mayor, said that the Richmond Police Officers Association is stalling the hiring process for the Community Crisis Response Program. Credit: David Buechner Credit: David Buechner

Council member Claudia Jimenez blames police union for crisis team hiring delays

Jimenez pushed back on the department's claims about its high call volume, saying that the city has tried to lighten officers' workload through its [Community Crisis Response Program](#), which would allow social and mental health workers to respond to non-violent calls. She said the Richmond Police Officers Association is stalling the hiring process.

"If you are saying that we have this block of 911 calls and we are saying that we also want to support that by getting (the crisis team for) the non-violent calls for other services but at the same time the union is blocking this hiring, then it's like, 'What are we talking here about?'" she said. "That is something that I'm very frustrated about."

The CCRP, now known as ROCK (Reach Out with Compassion and Kindness), was established as a result of the City Council voting in 2021 to reallocate \$3 million from unfilled police department positions to fund the Reimagining Public Safety Task Force recommendations of which the CCRP was one.

Michael Romero was hired as the executive director of the CCRP in May 2024 but so far ROCK has only hired Associate Administrative Analyst Joan Binalinbing.



Michael Romero, executive director of the crisis team known as “ROCK” (Reach Out with Compassion and Kindness), was hired last May to lead crisis responders who would respond to non-violent emergency calls, but his team hasn’t been hired yet. Credit: Andrew Whitmore

According to the “**State of the City**” address given by Mayor Eduardo Martinez last month, ROCK responded to “over 60 calls for service” from when Romero was hired in May 2024 to Nov. 26, 2024.

French said RPD’s leadership doesn’t belong to the police union, which represents the department’s rank and file.

“Nobody up here (at the council meeting) is on the RPOA. We are not the Police Officers Association. We are management and executive management. We run the department. We have no control over what a union does,” she said. “I’m here to run the department within the confines of what I can do.”

District 5 council member Gayle McLaughlin told French that while she understands that police department leaders aren't RPOA members, the hiring delay has been a barrier.

"This council has been saying that we want to take some of the work away from police officers, and here we are today still repeating that," she said. "We want to get the CCRP fully staffed. It's a problem."

RPOA President and RPD Sgt. Ben Therriault told Richmondside in a phone conversation on Thursday that both Jimenez and McLaughlin should be aware about the contract and city processes for establishing new city job classifications.

"The city violated the correct process to create a new classification and the RPOA is asserting its labor rights," Therriault said. "We are abiding by normal labor law practices. It's all grandstanding politics."

Therriault added that he thought it was odd Jimenez brought up the union during the discussion and believed the council members should know which union represents what city employees.

"They are very well aware of which rank of police officer is a part of what union," he said. "Especially when they are asking for a raise, they should know which bargaining units represent which members."

Therriault also said that he believed the line of questions bordered on harassment of the police chiefs at the meeting and might have been retribution for the POA leading other unions to support Measure J.

"It's misplaced. The questions during the item were unprofessional and scattered," he said. "Many of the questions they asked were answered in the council packet."

The council ultimately approved the 2023 military equipment use report with McLaughlin amending the resolution to accept the policy changes to include "display" and to ask the police department to return with a plan to track the display of military equipment for the 2025 report. (The 2024 report will be presented next month.) The item passed with Jimenez, McLaughlin, Martinez, District 1 council member Willis and District 4 council member Soheila Bana voting "yes" and District 2 and 3 council members Cesar Zepeda and Doria Robinson abstaining.

Robinson said she was conflicted between the need for transparency and the potential negative impacts on the department's efficiency.

"I feel like I've been on both sides of the equation," she said, adding that some of her nonprofit Urban Tilth youth volunteers had guns drawn on them while police were looking for a suspect in the area of the organization's North Richmond garden and that she separately was a victim of a robbery at gunpoint years ago. "I feel like we need to think more about this. I'm not convinced that what we need is more paperwork to achieve the goal for more safety."

French said she agreed with Robinson and said if a citizen believes an officer displayed a weapon improperly there are already established methods for residents to report such an incident.

“There’s a complaint policy, we have CPRC (Community Police Review Commission), we have our own OPA (Office of Professional Accountability) where people can make complaints,” she said.

Jimenez said without a paper trail of reports detailing when military-grade weapons are displayed, deployed or used, the issue becomes a “he said, she said” situation.

“If we don’t use (military equipment) that much then it should not be that much work,” she said. “If it isn’t reported in a way that we can look at then it becomes the resident’s word versus the police’s word and that’s what we are trying to avoid here.”

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